To: Mathematics Part B and Part C Lecturers

Re: Organization of Intercollegiate Classes

Intercollegiate classes are organised by the Mathematical Institute on behalf of colleges to support Part B and Part C lecture courses. For each lecture course students attend four 90-minute classes. Other arrangements of the six hours of teaching (e.g. six 1-hour classes) are possible at the discretion of the lecturer and should then apply to all sets of classes for that course. Lecturers are responsible for the intercollegiate classes for students taking their course and this specifically involves:

- ensuring that there are sufficient class tutors and teaching assistants for the classes (with assistance from the academic office). Lecturers are encouraged to give at least one set of classes themselves.
- providing course problem sheets and model solutions;
- inputting class information into Minerva;
- arranging a pre-term planning meeting with the class tutors and teaching assistants (TAs);
- assisting with the up-keep of class membership lists on Minerva;
- liaising with class tutors and TAs throughout the term.

Important Dates

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<th>Date</th>
<th>Event</th>
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<tr>
<td>Mid August</td>
<td>All tutor and TA application forms are to be returned. This information will be processed and forwarded to the lecturer for confirmation.</td>
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<td>8th September</td>
<td><strong>DEADLINE, 12pm:</strong> Tutors and TAs for all classes must be confirmed and academic administration informed.</td>
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<td>6th October (Mon Week 0)</td>
<td><strong>DEADLINE, 12pm:</strong> Class tutors should have provided the course lecturer with the details of their class (tutor, TA, time, place, weeks held, work hand time).</td>
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<td>8th October (Wed Week 0)</td>
<td><strong>DEADLINE, 12pm:</strong> Lecturers should have entered details for all classes for their course onto MINERVA.</td>
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<td>9th October (Thurs Week 0)</td>
<td>Student registration for classes opens at 12pm.</td>
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<td>13th October (Mon Week 1)</td>
<td>Student registration closes at 12pm.</td>
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<td>15th October (Wed Week 1)</td>
<td>Class lists will have been entered into MINERVA. Lecturers and tutors will be notified.</td>
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<td>16th-19th October (Week 1)</td>
<td>MINERVA locked by Academic Admin to allow class lists to be updated.</td>
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<td>20th October (Week 2)</td>
<td>MINERVA unlocked for lecturers/tutors to keep up-to-date and make any necessary changes to class membership lists (please note to cc Jessica Sheard to any emails about changes to registration).</td>
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Database
The class scheme is administered via the MINERVA web-based database. Full guidelines can be found online (https://www.maths.ox.ac.uk/teaching-staff/class-scheme). If you do not have or have forgotten your username/password for Minerva then please notify Jessica Sheard (sheard@maths.ox.ac.uk) as soon as possible.

Allocation of Tutors
The academic office will collate the responses to the annual class teaching request and make an initial allocation of tutors to classes. This information will be passed on to the lecturer to confirm the allocation or suggest alternatives. The lecturer should then contact the class tutors to collect the class information (TA, time, place, weeks held, work hand time) and enter this into Minerva before class registration begins. If there are insufficient class tutors for the number of students taking the course then the lecturer will be asked to assist with finding additional tutors.

Pre-Term Meeting
The lecturer should call a pre-term meeting for the teaching team (lecturer, class tutors and TAs) to discuss such matters as the notation, the route through the material etc. It is helpful if there is liaison between the lecturer and class tutors and TAs throughout the term, with the lecturer keeping the team up to date with progress in lectures and tutors informing the lecturer of any difficulties with the problem sheets or students’ understanding of lectures.

Problem sheets and Model solutions
The Faculty has agreed that lecturers should provide problem sheets and model solutions. Please ensure that by the start of the week preceding that in which the class is held

- problem sheets are uploaded to course material webpages (https://www.maths.ox.ac.uk/courses/material)
- problem sheets and complete model solutions are distributed to class tutors and TAs.

Problem sheets in Latex format should be posted on the Mathematical Institute website. Lecturers can submit lecture materials onto the website by logging in and selecting the link ‘submit course material’. If you are unable to produce these using Latex, clearly handwritten documents, scanned and converted to pdf format may instead be posted. Model solutions (preferably in Latex) may also be posted after the relevant classes but should be removed at the end of term to reduce the likelihood of their being used by the following year’s students.

For the benefit of students whose classes do not commence until week 3 or later, the Teaching Committee asks lecturers to provide an initial problem sheet. This initial problem sheet should not be for discussion in class. Solutions should be made available for students to check — perhaps online. This problem sheet should give the students some taste of the course, and help them to revise background material.

Student Allocation
Students register for classes via the Mathematical Institute’s website and are assigned to classes by the Academic Office. Lecturers will be informed when the class lists have been entered into Minerva. After this lecturers, together with class tutors, are responsible for ensuring that the class membership lists are kept up-to-date.

Contacts
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